

*October 1, 2015 through September 30, 2016 Grant Funding Cycle*

# **2015 Title II Alternatives to Detention**

## **Formula Grants**

### **Application**

#### **Guidelines, Application, Directions and Rating and Scoring Forms**

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## **PART 1: Title II Formula Grant Funding.**

### **A. Overview – Guidelines for Title II Grants.**

The Kansas Advisory Group (KAG) is seeking requests for Title II Formula Grants funded by allocations from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The KAG desires to fund evidence-based approaches to system reform which addresses Alternatives to Detention and that are data-driven and outcome-based.

As a condition precedent to funding, the KAG will only fund activities which address the issue of safely reducing detention populations. Please contact the JJ Specialist, Joni Cattoor, for information regarding the process to seek alternative funding.

Organizations may wish to review information on the OJJDP Website regarding Alternatives to Detention performance measures. They can also be found in the document. Questions can be addressed by calling JJ Specialist Joni Cattoor at 785-296-0745 or [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov).

The applicant will then prepare the application as prescribed in the packet and submit to KDOC. The Kansas Advisory Group (KAG) will review applications and make funding decisions. All material submitted regarding this announcement becomes the property of the State of Kansas and subject to the terms of the KANSAS REVISED STATUTES CHAPTER 45 - PUBLIC RECORDS, DOCUMENTS AND INFORMATION.

The timeline for this process is as follows:

<b>April 15, 2015</b>	Applications to apply for Title II Formula Funding will be made available to interested parties. Applicants are instructed to prepare applications as prescribed in the packet.
<b>April 23, 2015</b>	A conference call will be held for any questions regarding grant proposals and expectations. The call will take place from 1:30 pm to 2:30 pm on April 23 <sup>rd</sup> . To participate in the call dial 1-866-620-7326; the conference code number is 1569331427.
<b>June 17, 2015</b>	Title II ATD Applications are due to KDOC <b><u>by 12:00 pm</u></b> . If applications are submitted electronically, original applications with signatures need to be sent to KDOC by Friday, June 24, 2015.
<b>June 25- July 28, 2015</b>	Grants Committee reviews applications.
<b>August 26, 2015</b>	KAG approves Title II applications for funding.
<b>August 27, 2015</b>	Grantees notified of funding decisions and sent grant documents for completion.
<b>September 28, 2015</b>	Grantees return signed documents to KDOC.
<b>October 1, 2015</b>	Title II funding issued to grantees.

Grantees will be selected through a scoring process utilizing a written grant application. Please follow the instructions contained in this packet. The scoring matrix which will be used to evaluate grant applications is located at Page 13 of this packet.

### **B. Issuing Office.**

This request for Title II Formula Grants is issued for the Kansas Department of Corrections, in conjunction with the Kansas Advisory Group on Juvenile Justice and Delinquency Prevention and in accordance with the Juvenile Justice and Delinquency Prevention Act (JJDP) of 1974 (42 U.S.C. 5601), Part B, as amended. The Juvenile Services Division (JS), specifically the Juvenile Justice Specialist, Joni Cattoor, is the point of contact concerning this Request for Proposal. The contact information for Ms. Cattoor is [jonib.cattoor@doc.ks.gov](mailto:jonib.cattoor@doc.ks.gov) or 785.296.0745.

### **C. Title II Funding Priority.**

The JJDP Act contains the following four core requirements: Deinstitutionalization of Status Offenders, and Non-Offenders [Section 223(a)(11)(A) and (B)], Sight and Sound Separation [Section 223(a)(12)], Jail Removal [Section 223(a)(13)], and Disproportionate Minority Contact [Section 223(a)(23)].

Funding is available to local units of government for projects which address Alternative to Detention. All projects which successfully obtain Title II funds under this Request for Proposal will demonstrate how the projects will address Alternatives to Detention. Priority will be given to applications from jurisdictions who have exhibited a willingness to participate in reform strategies through the Juvenile Detention Alternatives Initiative.

### **D. Applicant Eligibility.**

Under the Title II Formula program, any community-based service provider, including religious organizations, non-profit organizations or local private agencies are eligible to apply for funds, **if and only if, such agency requests local funds and is denied funding by a general unit of local government.** General units of local government include a city, county, town, borough, parish, village or other general purpose political subdivision of a State, and any Indian tribe that performs law enforcement functions as determined by the Secretary of the Interior. Examples of what is not considered a general unit of local government include juvenile corrections advisory boards, school districts, extension offices, community mental health centers, universities, and community health departments. **The JJDP Act requires documentation that requests for local funding have been denied. The documentation must be within the current funding year and must be included with the application in order to be eligible for Title II Formula Grant funding.** Applicants may subcontract any or all of the required activities, such as the role of the fiscal agent, but are not required to do so. Subcontractors can be other public state or local agencies, or private not-for-profit agencies as identified under Sect. 501(c)(3) of the Federal tax code.

For the State of Kansas to remain in compliance with the federal core requirements of Deinstitutionalization of Status Offenders and Non-Offenders, Jail Removal, and Sight and Sound Separation, the Kansas Advisory Group is requiring all Judicial Districts who are out of compliance to submit an amended Compliance Plan to the Kansas Department of Corrections for organizations within the judicial district to be eligible for funding. All plans will be reviewed by the Operations Committee and approved by the Kansas Advisory Group.

### **E. Standards for Fiscal Management Accounting System.**

All grantees are required to establish and maintain accounting systems and financial records to accurately account for funds awarded to them. Grantee accounting systems must be sufficient to adequately track all grant funds, including the ability to prove that funds are not commingled. Such systems must also be able to allocate costs in a detailed and justifiable manner.

The records shall include all sources of funds. The grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls. An acceptable and adequate accounting system shall include, but is not limited to, the following:

1. The ability to present and classify actual and projected expenditures of the grant as required for budgetary and evaluation purposes.
2. Ensure cost and property control.

3. Control funds and other resources to assure that the expenditure of funds and use of property are in conformance with any general or specific conditions that apply to the grantee.
4. Meet the prescribed requirements for periodic financial reporting of operations.
5. Provide financial data for planning, control, measurement, and evaluation of costs.
6. Provide the entity with the ability to separately track each funding source and allow for reconciliation of the sub-system to the general ledger.

The various financial and program requirements of KANSAS DEPARTMENT OF CORRECTIONS-funded programs, as well as, the need for the grantee to separately account for individual awards, require a special program account structure beyond normal classifications by type of receipts, expenditures, assets, and liabilities.

#### **F. Commingling of Funds.**

The accounting systems of all grantees must ensure that KANSAS DEPARTMENT OF CORRECTIONS funds are not commingled with funds from other local, state and federal agencies. Each grant award must be accounted for separately. When a grantee's accounting system cannot comply with this requirement, the grantee shall establish a system to provide adequate fund accountability for each grant.

#### **G. Supplanting.**

The use of Kansas Department of Corrections funds to replace funds appropriated for the same purpose is prohibited. The use of Kansas Department of Corrections funds to offset a reduction of KDOC funding is acceptable; however, the grantee will be required to supply documentation demonstrating that the reduction in KDOC funds occurred for reasons other than the receipt or expected receipt of KDOC funds. Potential supplanting will be the subject of application review, as well as, pre-award review, post-award monitoring and audit.

#### **H. Allowable Costs.**

Allowable costs include the following: staff salaries and fringe benefits, travel, building space, maintenance, equipment, supplies, program costs, consultants and training. Salaries and benefits must be fully detailed. Computers and software will be considered only if the need is fully justified. Applications must supply a budget narrative with full explanation and detail.

For additional information regarding allowable and unallowable costs please refer to the Federal Financial Guide which can be found at [http://ojp.gov/financialguide/PDFs/OCFO\\_2014Financial\\_Guide.pdf](http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf)

#### **I. Restrictions in the Use of Funds.**

**Travel:** Grantees cannot exceed travel, meals and lodging rates established by the State of Kansas. Grantees are required to obtain advance approval, in writing, from the Deputy Secretary for Juvenile Services, for all out of state travel and training. Requests for out of state travel and training will be submitted at least two weeks prior to scheduling or obligating grant funds.

#### **J. Lobbying.**

No grant funds shall be used to pay for any personal service, advertisement, telegram, telephone communication, letter, printed or written matter, or other device, intended to influence a member of Congress or any other Federal, State, or local elected official to favor or oppose any Acts, bills, resolutions or similar legislation, or any similar initiative, constitutional amendment, or any similar procedures by the Congress, any State legislature, any local council, or any similar governing body, except that this subsection shall not preclude such funds from being used in connection with communications to Federal, State, or local elected officials through proper official channels, pertaining to authorization, appropriation, or oversight measures directly affecting the operation of the programs involved.

**K. Food and Beverages.**

No OJP grant, cooperative agreement or contract funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event.

**L. Construction.**

Title II funds cannot be used for construction which includes the acquisition, expansion, remodeling, and alteration of existing buildings and initial equipment of any such buildings or any combination of such activities.

**M. Selection Criteria.**

The selection criteria and scoring sheet to be used by Grant Reviewers is found on Page 13 of this packet.

**Part II. Application Instructions.**

**A. Application Checklist.** All applications need to have the following elements in them:

Application Information	_____
Project Abstract	_____
Problem Statement	_____
Project Description	_____
Collaborator MOA(s)	_____
Performance Measures	_____
Budget Documents	_____
JCAB Certification	_____
Letters of Denial for Funding	_____

**B. Application Instructions.** Please follow the instructions below in completing your application.

**1. Applicant Information: (5 points)**

Applicant Agency – Complete the name, e-mail, address, phone and fax numbers of applicant agency. The applicant agency is the agency which will be receiving funds and administering the program.

Project Director – Provide the name, title, e-mail, address, phone and fax numbers of the person who is responsible for directing the grant program. This cannot be the same person who serves as official authorized to sign or financial office. This person must sign on the appropriate line.

Official Authorized to Sign Application – Complete the name, title, e-mail, address, phone and fax number of the person authorized to sign the application. This may be the Chair of the County Commission, President of the Board of Directors, or the County Administrator or Executive Director, if they have been duly authorized by the governing board to commit the organization for this project. This cannot be the same person who serves as the project director or financial office. This person must sign on the appropriate line.

Financial Officer – Provide the name, title, address, phone and fax numbers of the person responsible for processing expenditures and completing the fiscal reports of funds related to this program. This person must sign on the appropriate line. This cannot be the same person who serves as project director or Official to sign and must sign on the appropriate line.

Program Area – Using Alternatives to Detention for youth that would be facing detention that could include but are not limited to: day or evening reporting centers, house arrest or home detention programs, electronic monitoring (GPS), community monitoring and or shelter/foster care beds (specific to the detention population).

Short Title of Project – Please provide the name to be used for this project. This name will be used on all official correspondence and transactions.

Federal Identification Number – Furnish the federal tax identification number for the organization requesting funding.

SAM Number – Furnish your System for Award Management (SAM) number for the organization requesting funding.

DUNS Number: Furnish your nine-digit data Universal Numbering System (DUNS) number for the organization requesting funding. If you do not have a number, you can apply for one with Dun and Bradstreet (D&B).

**See Appendix B.**

**2. Project Abstract: 1 Page Limit (10 points)**

Although this is the first section read by reviewers, it should be the last section written. Insure the following elements are in the Project Abstract:

- Project is summarized and clear/easy to understand.
- Purpose and intended impact of project defined.
- Stakeholders identified.
- Geographic area to be served identified.
- Target population identified.
- Data source identified.
- JCAB Comprehensive Plan last updated identified, and how this project supports that plan.
- Total amount requested.
- Project start/end dates identified.
- An additional **5 points** will be given to those applications that are part of the Annie E. Casey's JDAI Program.

**3. Problem Statement: 2 Pages Limit (15 points)** Please answer the following:

- What specific problem does the community have with alternatives to detention?
- How many youth are affected by this problem?
- What data is used to identify the problem?
- Past efforts to address the problem?
- Stakeholders identified who are responsible for affecting this problem.

*A very descriptive problem statement will help reviewers understand the criticality of providing funds to this project.*

**4. Project Description: 2 Pages Limit (15points)** Please answer the following:

Description of proposed service requested.

- Who is involved?
- Who will this project help?
- What problems will this project address?
- What outcomes are expected?
- What activities will be accomplished with this funding?
- How will the funding requested address Alternatives to Detention in the district?
- What possible barriers might be encountered to prevent successful outcomes?
- How involved was the vendor in developing the project description?

Priority funding for services or programs is heavily dependent on collaboration. Provide a detailed description of who the partners are in the collaboration.

Provide project start and end dates.

**5. Budget (5 points) Must be detailed**

**a. Unallowable Costs** – the following costs are not allowed:

- Entertainment costs – including amusement, diversion and social activities, and any costs directly associated with such costs (i.e. tickets to shows or sporting events, meals, lodging, rentals, transportation, and gratuities).
- Official Hospitality – expenses for official hospitality (food, etc.) for staff and board members, with the exception of food utilized by the program to feed program participants, but not staff.
- Independent Audit Costs – KDOC will not pay for the cost of independent audit work. These costs are the responsibility of the local entity.
- Late Fees: Charging late fees to KDOC funds is not allowable. If a late fee is charged for delinquent payment, it will be the grantee's responsibility to pay the charge.

For additional information regarding allowable and unallowable costs please refer to the Federal Financial Guide which can be found at [http://ojp.gov/financialguide/PDFs/OCFO\\_2014Financial\\_Guide.pdf](http://ojp.gov/financialguide/PDFs/OCFO_2014Financial_Guide.pdf)

**b. Explanation of Line Item Categories:**

- **Personnel:** Describe any personnel positions that will be funded with grant dollars. Identify the percentage of time if partially funded with grant dollars. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.



- **Indirect Costs:** No Title II grant funds shall be used in FFY2016 for indirect cost. Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries.
- **Employer Taxes & Fringe Benefits:** Identify specific fringe benefits provided and how they are calculated. Compensation must be reasonable and consistent with that paid for similar work in other state or local government. Title II Formula Grant funds shall not be allowed for indirect cost of administrative salaries.
- **Travel** – Mileage and overnight trip expenses shall use the state rates. Mileage and subsistence cannot exceed current rates for state employees. Mileage reimbursement for use of a privately owned automobile is 0.56/cents per mile. Meals are not to exceed \$47.00 per day and the daily lodging rate is \$83.00. Please contact the Juvenile Justice Specialist for out-of-state rates. All rates are subject to change as authorized by the Department of Administration. The state travel information can be located at <http://admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees>
- *Prior written approval is needed from KDOC at least two weeks in advance of obligating grant funds for out of state travel.*
- **Equipment** – All equipment purchased with grant funds must have been included in the sub grantee's approved budget prior to the purchase. The Kansas Department of Corrections defines equipment as assets with a useful life of one year or more and a purchase cost of \$500.00 or more.

The subgrantee shall follow its agency's written policies and procedures in regard to purchasing approval, needs assessment, bidding, surplus, disposal, etc. when purchasing equipment. Subgrantees must provide the KDOC by mail or fax (785-296-1412) an equipment inventory form within 30 days from the purchase date. The form can be obtained from the Juvenile Justice Specialist.

- **Supplies** – Defined as items having an expected service life of one year or less. Examples are office supplies, printing, postage and freight.
- **Consultant:** Services being purchased from persons or agencies outside of applicant agency. Consultants are not regular salaried or hourly employees of the agency. Consultants are paid for specific units of work achieved or specific number of hours of assistance provided to the agency. Consultant services might be used for such things as technical assistance, evaluation and accounting. Compensation has to be reasonable and consistent with that paid for similar work in other activities of the state or local government.
- **Other (Specify)** – all other charges to the program that cannot be entered in the specific budget categories above.

**c. Cash Match/In-Kind:** Match is not required for Title II grant funds; however it is highly recommended that full accounting to run the grant should be listed and used as match.

**6. Budget Documents.** The application must contain a budget table and budget justification in the format provided below.

**a. Budget Table.** - Complete the budget form provided. Please use whole dollar amounts. Budget categories must be followed carefully. Please include all expenditures and income necessary to fund the proposed project.

	<u><b>GRANT REQUEST FOR FEDERAL FUNDS</b></u>	<u><b>Required Cash Match or In-Kind</b></u>	<u><b>Other Funds</b></u>	<u><b>TOTAL</b></u>
1. Personnel				
2. Employer Taxes & Fringe Benefits				
3. Travel				
4. Equipment				
5. Supplies				
6. Consultants				
7. Other (Specify)				
8. Other (Specify)				
9. Other (Specify)				
10. Grant Award Amount (Sum of lines 1-9)				
11. Cash Match/In- Kind (Sum of lines 1-9)				
12. TOTAL (Sum of lines 10-11)				

Provide a full accounting of the budget necessary to operate proposed project.

**b. Budget Justification Narrative (should be detailed).**

1. **Personnel:** Describe any personnel positions that will be funded with grant dollars. Identify the percentage of time if partially funded with grant dollars. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.
2. **Employer Taxes & Fringe Benefits:** Identify specific fringe benefits provided and how they are calculated. Compensation must be reasonable and consistent with that paid for similar work in other state or local government.
3. **Travel:** Mileage and overnight trip expenses. Mileage and subsistence cannot exceed current rates for state employees.
4. **Equipment:** All equipment purchased with grant funds must have been included in the subgrantees approved budget prior to the purchase. The Juvenile Justice Authority defines equipment as assets with a useful life of one year or more and a purchase cost of \$500 or more. The subgrantee shall follow its agency's written policies and procedures in regard to purchasing approval, needs assessment, bidding, etc. when purchasing equipment. For each equipment purchase, the subgrantee must provide the Juvenile Justice Authority by mail or by fax, 785-296-1412, with an equipment inventory form within 30 days of the purchase date.

An Equipment Inventory Form can be found on the JJA website. It is the subgrantee's responsibility to maintain inventory records that can be reviewed at any time by the Juvenile Justice Authority's staff. In addition, the subgrantee is responsible for providing justification as to the need and use of the equipment.

5. **Supplies:** Items that are consumed or expended when put to use or which have an expected service life of one year or less. Examples are office supplies, printing, postage and freight.
6. **Consultant:** Services being purchased from persons or agencies outside of applicant agency. Consultants are not regular salaried or hourly employees of the agency. Consultants are paid for specific units of work achieved or specific number of hours of assistance provided to the agency. Consultant services might be used for such things as technical assistance, evaluation and accounting. Compensation has to be reasonable and consistent with that paid for similar work in other activities of the state or local government.
- 7-9. **Other (Specify):** All other charges to the program that cannot be entered in the specific budget categories above.
10. **Grant Award Amount:** Total of lines items 1-9.
11. **Cash Match/In-Kind:** If the program receives funding from other sources. Please indicate what line items other funds pay for.
12. **Total:** Total of line items 10 & 11.

Justification must match the budget. Grant dollars must be clearly identified in whole dollar amounts. Contact the Federal Grant Specialist, Sandra Barnett at 785-296-4293 or email her at [sandra.barnett@doc.ks.gov](mailto:sandra.barnett@doc.ks.gov) for any questions.

**7. Performance Measures.** Selected Output and Outcome Measures are identified on page 16 in this packet.

**8. JCAB Certification.** All applications must be accompanied with a certification from the Juvenile Corrections Advisory Board (JCAB) of the district where activities will be considered if they are consistent with the community plan for the district, as adopted by the JCAB. Format is located page 12 of this packet.

Eligibility of a grant award shall be conditioned upon certification by the Deputy Secretary of Juvenile Services that the composition of the JCAB for the grantee's jurisdiction complies with K.S.A. 75-7044.

If the Deputy Secretary determines that JCAB composition is not in compliance, notice of such determination shall be sent jointly to the JCAB and the grantee-designate. Failure of the JCAB to restructure its membership in compliance with K.S.A. 75-7044 within 30 days of the Deputy Secretary's notice, or to undertake a course of action satisfactory to the Deputy Secretary designed to bring the JCAB composition into compliance, shall result in a denial of the grant application and withdrawal of any grant award.

**9. Denial of Local Funding Letter:** Title II requires that prior to awarding any funds, a requester attempts to receive funding from its local unit of government, and that a denial letter is attached to the grant application.

Please attach a letter from a unit of local government (County Commission) on county letterhead stating that they support the project but do not have the money to fund the requested project.

### C. Sample JCAB Certification Letter (on Agency Letterhead)

**Date:**

**To:** Joni Cattoor, Juvenile Justice Specialist

**From:** JCAB Chair

**Subject:** JCAB Certification of Community Plan

The Juvenile Corrections Advisory Board (JCAB) of the \_\_\_\_ District certifies that (name of proposed project) is consistent with the community comprehensive plan for the district as adopted by the JCAB.

\_\_\_\_\_  
JCAB Chair Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### D. Application Scoring Matrix.

All applications will be evaluated using the following scoring matrix. There are 59 total points possible to be awarded.

<b>Application Information</b>	(5 points)	_____
<b>Project Abstract</b>	(10 points)	_____
<b>JDAI Bonus Points</b>	(5 Points)	_____
<b>Problem Statement</b>	(15 points)	_____
<b>Project Description</b>	(15 points)	_____
<b>Budget Documents</b>	(5 points)	_____
<b>JCAB Certification</b>	(2 points)	_____
<b>Letters of Denial of Funding</b>	(2 points)	_____
<b>Total Points:</b>	<b>59 Points</b>	

A description of the scoring elements follows:

#### Application Information (5 points)

- Is the information complete?
- Are all required components identified in this solicitation included.

- Was the application submitted by the deadline, or was an extension requested.

**Project Abstract (1 page limit) (10 points with 5 point bonus possible)**

- An additional **5 points** will be given to those applications that are part of the Annie E. Casey's JDAI Program.
- Project is summarized and clear/easy to understand.
- Purpose and intended impact of project defined.
- Stakeholders identified.
- Alternatives to Detention contact point identified.
- Geographic area to be served identified.
- Target population defined.
- Data source identified.
- JCAB Comprehensive Plan update information included and how project supports that plan.
- Total amount requested included
- Project start/end states included.

**Problem Statement (2 page limit) (15 points)**

- Specific Alternatives to Detention problem identified.
- How many youth are impacted by this problem identified?
- Data source to define the problem is identified.
- Who are the stakeholders responsible for making decisions affecting this problem?
- Past efforts to address the problem are identified.
- Alternative to Detention Contact point identified.

**Project Description (2 page limit) (15 points)**

- Description of requested project is clear/easy to understand.
- Who is involved identified.
- Who will it help identified.
- What problem will be addressed identified.
- What outcomes are expected identified.
- What activities will be accomplished identified.
- How will the project address Alternatives to Detention identified?
- What possible barriers might be encountered to prevent successful outcomes identified?
- Are the appropriate stakeholders involved?
- Do stakeholders represent a cross-section of the community who has an interest in addressing the problem; i.e. schools, civil rights groups, community and/or advocacy groups, clergy, etc?
- Identify Leadership – are agency heads participating in this project, or lower level agency personnel.
- Are duties and responsibilities for each participant in project identified?

**Budget (5 points).**

- All costs are allowable.
- Line item categories are identified and justified.
- Justification is reasonable and achievable.
- Please be as detailed as possible.

**JCAB Certification (2 points)**

**Denial of Local Funding letters (2points)**

**E. Goals and Objectives**

Goals: Broad statements (i.e. written in general terms) that convey a program's overall intent to change, reduce or eliminate the problem described. Goals identify the program's intended short and long term results.

**Objectives:** Derived from the program Goals and explain how the program Goals will be accomplished. Objectives are well-defined, specific, quantifiable statements of the program's desired results and they should include the target level of accomplishment, thereby further defining Goals and providing the means to measure performance. Objectives need to be SMART: Specific, Measurable, Attainable, Realistic, and Time bound.

Goals and Objectives will be reported in a narrative format either quarterly (due on January 10th, April 10th, July 10th and October 10<sup>th</sup>) for projects longer than 3 months, or at the conclusion of the project for projects shorter than 3 months.

For Alternatives to Detention projects, in addition to Goals, and Objectives, applicants must identify which contact point in the continuum the project is addressing, and the Goals and Objectives for that contact point activity.

#### **a. Data Collection.**

Grantees are required to complete a Data Collection Plan. The Kansas Advisory Group (KAG) has selected specific Output and Outcome measures as required by OJJDP for all projects, which will enable us to aggregate data at the state level. All Title II applicants who are proposing a project are required to report on the Outputs and Outcomes identified with that project.

Performance measures/performance indicators are particular values used to measure program Outputs and Outcomes. They represent the data/information that will be collected at the program level to measure the specific Outputs and Outcomes a program is designed to achieve.

**Output Indicators:** Measure the product of the project's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, systems developed, sessions conducted, materials developed, policies or procedures developed or rescinded.

**Outcome Indicators:** Measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the project. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions or other attributes. There are two levels of Outcomes:

- Short-term Outcomes – defined as the benefits or changes that participants experience that by the time a youth leaves or completes a program, or an activity has been completed. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- Long-term Outcomes – defined as the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. They are measured within 6-12 months after a project is complete. They should relate back to the program's goals.

**See Appendix B for the Subgrantee Data Collection Form.**

**Project Outputs and Outcomes:** For each Alternatives to Detention program, data on the following OJJDP-mandated Outputs and Outcomes will be collected and submitted as a report to DIVISION OF JUVENILE SERVICES, KANSAS DEPARTMENT OF CORRECTIONS, in addition to a narrative which details how Goals and Objectives have been/are being accomplished. For explanations of Outputs and Outcomes, see Direct Service Performance Measures taken from the OJJDP Data Collection Matrices can be found in Appendix A. The Direct Service Performance Measures are required to be used to submit the data (Outputs and Outcomes) collected and included as part of the report submitted to DIVISION OF JUVENILE SERVICES, KANSAS DEPARTMENT OF CORRECTIONS.

Reports are to be completed at the conclusion of the project, unless the project is longer than 3 months; then reports need to be submitted quarterly and due on *January 10<sup>th</sup>*, *April 10<sup>th</sup>*, *July 10<sup>th</sup>*, and *October 10<sup>th</sup>*, until project completion. Reports should be submitted to [JJAGrants@doc.ks.gov](mailto:JJAGrants@doc.ks.gov)

## Definitions of Performance Measures and Indicators

**Performance measures/performance indicators:** Particular values used to measure program outputs or outcomes. They represent the data/information that will be collected at the program level to measure the specific outputs and outcomes a program is designed to achieve. Therefore, they must be developed for each program objective. There are two types of performance indicators:

***Output indicators*** measure the products of a program's implementation or activities. They are generally measured in terms of the volume of work accomplished, such as amount of service delivered, staff hired, systems developed, sessions conducted, materials developed, policies, procedures, and/or legislation created. Examples include number of juveniles served, number of hours of service provided to participants, number of staff trained, number of detention beds added, number of materials distributed, number of reports written, and number of site visits conducted. They may also be referred to as *process measures*.

***Outcome indicators*** measure the benefits or changes for individuals, the juvenile justice system, or the community as a result of the program. Outcomes may be related to behavior, attitudes, skills, knowledge, values, conditions, or other attributes. Examples are changes in the academic performance of program participants, changes in the recidivism rate of program participants, changes in client satisfaction level, changes in the conditions of confinement in detention, and changes in the county-level juvenile crime rate. There are two levels of outcomes:

- ***Short-term outcomes*** are the benefits or changes that participants experience that by the time a youth's leaves or completes the program. For direct service programs, they generally include changes in recipients' behavior, attitudes, skills and knowledge. For programs designed to change the juvenile justice system, they include changes to the juvenile justice system that occur by the funding's end.
- ***Long-term outcomes*** are the ultimate outcomes desired for participants, recipients, the juvenile justice system, or the community. For direct service programs, they generally include changes in recipients' behavior, attitude, skills, and knowledge. They also include changes in practice, policy, or decision-making in the juvenile justice system. They are measured within 6-12 months after a youth leaves or completes the program. They should relate back to the program's goals (e.g., reducing delinquency).

**Appendix A**  
**Direct Service Alternatives to Detention Performance Measures**

**\*all measures require reporting\***

Agency Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program Area: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Outputs Outcomes	Performance Measure	Definition	Reporting Format	Data	
11. Output:	<b>Number of program youth served</b>	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period. In calculating the 3-year summary, the total number of youth served is the number of participants carried over from the year previous to the first fiscal year, plus all new admissions during the 3 reporting fiscal years. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period	Quarterly:  1 <sup>st</sup> :  2 <sup>nd</sup> :  3 <sup>rd</sup> :  4 <sup>th</sup> :	Cumulative
13. Output:	Number of service hours completed	The number of hours of service completed by program youth during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) delivered by program staff or other professionals dedicated to completing the program requirements. Program records are the preferred data source.	A. Total number of program youth service hours	A:	
14. Output:	Average length of stay in program	The average length of time (in days) that clients remain in the program. Include data for clients who both complete program requirements prior to program exit and those who do not. Program records are the preferred data source.	A. Total number of days between intake and program exit across all program youth exiting program B. Number of cases closed C. Average (A/B)	A:  B:  C (A/B):	



15. Outcome (short term):	<b>Number and percent of program youth who OFFEND during the reporting period</b> (short term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during this reporting period. Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.	A. Total number of program youth served B. Number of program youth tracked during this reporting period C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period	A: B: C:
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16. Outcome (long term)	<b>Number and percent of program youth who OFFEND during the reporting period</b> (long term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses 6-12 months after exiting the program. Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.	<p>A. Number of program youth who exited the program 6-12 months ago that you are tracking</p> <p>B. Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period</p> <p>C. Number of program youth who were recommitted to a juvenile facility during this reporting period</p> <p>D. Number of program youth who were sentenced to adult prison during this reporting period</p> <p>E. Number of youth who received another sentence during this reporting period</p> <p>F. Percent of Long Term RECIDIVISM (B/A)</p>	<p>A;</p> <p>B:</p> <p>C:</p> <p>D:</p> <p>E:</p> <p>F(B/A):</p>
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17. Outcome (short term)	<b>Number and percent of program youth who RE-OFFEND</b> (short term)	<p>The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses. Ideally this number should be all youth served by the program during this reporting period. Ex. If I am serving 100 youth in my program, A would be 100. If I am following up with 50 of them, B would be 50. Of these 50 program youth I'm tracking, if 25 of them were arrested or had a delinquent offense during this reporting period, then C would be 25.</p>	<p>A. Total number of program youth served</p> <p>B. Number of program youth tracked during this reporting period</p> <p>C. Of B, the number of program youth who had a new arrest or delinquent offense during this reporting period</p> <p>D. Number of program youth who were recommitted to a juvenile facility during this reporting period</p> <p>E. Number of program youth who were sentenced to adult prison during this reporting period</p> <p>F. Number of youth who received another sentence during this reporting period</p> <p>G. Percent RECIDIVISM (C/B)</p>	<p>A:</p> <p>B:</p> <p>D:</p> <p>E:</p> <p>F;</p> <p>G(C/B):</p>
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18. Outcome (long term):	<b>Number and percent of program youth who RE-OFFEND</b> (long term)	The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for new arrests or offenses 6-12 months after exiting the program. Ex. I have a lot of youth who exited my program 6-12 months ago, but we are only tracking 100 of them, so A is 100. Of these 100 program youth that exited the program 6-12 months ago 65 had a new arrest or delinquent offense during this reporting period, so B is 65.	A.Number of program youth who exited the program 6-12 months ago that you are tracking B.Of A, the number of program youth who had a new arrest or delinquent offense during this reporting period C.Number of program youth who were recommitted to a juvenile facility during this reporting period D. Number of program youth who were sentenced to adult prison during this reporting period E.Number of youth who received another sentence during this reporting period F.Percent of Long Term RECIDIVISM (B/A)	A: B: C: D: E: F(B/A)
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25. Outcome (short term):	<b>Number and percent of program youth completing program requirements</b> (short term)	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source. The total number of youth includes those who exited successfully or unsuccessfully.	A. Number of program youth who exited the program having completed program requirements B. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully) C. Percent (A/B)	A:  B:  C(A/B):
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\*Sub-grantees must report on all performance measures. The selected measures can be found at:  
[http://www.dsgonline.com/performance\\_measures.htm](http://www.dsgonline.com/performance_measures.htm)

KANSAS ADVISORY GROUP on Juvenile Justice and Delinquency Prevention  
Kansas Department of Corrections – Juvenile Services

# SFY 16 Title II Application (ATD)

## Due Date: June 17, 2015

<p>Applicant Agency (Name, E-mail, Address, Telephone, Fax)</p>	<p>Project Director (Name, Title, E-mail, Address, Telephone, Fax)</p>
<p>Official Authorized to Sign Application (Name, Title, E-mail, Address, Telephone, Fax)</p>	<p>Financial Officer (Name, Title, E-mail, Address, Telephone, Fax)</p>
<p>Signature: _____</p>	<p>Signature: _____</p>
<p>Type of Application Title II</p>	<p>Program Area _____</p>
<p>H. Short Title of Program</p>	<p>I. Federal Identification # J. DUNS Number K. SAM Cage Number</p>